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FILING REQUIREMENTS FOR APPLICATION SUBMITTALS

	REQUIREMENT	Annexation/ Detachment/ Reorganization	Sphere of Influence Amendment/ Update	Annexation/ Detachment/ Reorganization AND Sphere of Influence Amendment/ Update
APPLICATION				
Required forms and information on fees are available on the Ventura LAFCO website, www.ventura.lafco.ca.gov				
<input type="checkbox"/>	LAFCO Application (revised 7/1/03) (One signed original and 7 copies) Includes: Proposal Questionnaire Indemnity Agreement Agreement for Payment of LAFCO fees	Required	Required	Required
<input type="checkbox"/>	Resolution of Application by any affected City or District or County. (Please contact LAFCO Office for application requirements for proposals initiated by Petition.)	Required	Only a written request to amend the Sphere of Influence is required (G.C. § 56428 (a))	Required
<input type="checkbox"/>	Compliance with Govt. Code Section 56663(c)(2) and 56663(d)(2): Documentation from each agency that will gain or lose territory stating that the affected agency(ies) consent(s) to a waiver of protest proceedings for the project.	Advised	N/A	Advised
FEES				
<input type="checkbox"/>	LAFCO Filing Fee (Refer to adopted fee schedule, eff. 7/1/02)	Required, Submit with application	Required, Submit with application	Required, Submit with application
<input type="checkbox"/>	County of Ventura Surveyor's Map Check Fee (Contact the County of Ventura Surveyor's Office at -(805) 654-2156 for fee information)	Required, Submit with application	Required only when Sphere of Influence proposal does not follow legal parcel boundaries	Required, Submit with application
<input type="checkbox"/>	County of Ventura Assessor's Fee (Contact the County of Ventura Assessor's Office at (805) 654-2220 for fee information)	Required, Submit with application	Required, Submit with application	Required, Submit with application
<input type="checkbox"/>	State of California Board of Equalization Fee (Fee is based on acreage and number of proposals, please contact LAFCO office for fee information.)	Required, Submit after project approval	Not Required	Required, Submit after project approval

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PROPOSAL INFORMATION				
<input type="checkbox"/>	Assessor's Parcel Maps a) Current Assessor Parcel Map of Affected territory b) Current Assessor Parcel Map(s) showing properties within a 300-foot radius of affected territory.	Required	Required	Required
<input type="checkbox"/>	Environmental Information a) Final Environmental Document: <ul style="list-style-type: none"> Final EIR (15 copies) Final ND (3 copies) Notice of Exemption, (3 copies), with proof of filing with Ventura County Clerk b) For Proposals with EIR's and ND's only: <ul style="list-style-type: none"> Notice of Determination, with proof of filing with Ventura County Clerk Transmittal Memorandum for CA Department of Fish and Game Filings CA Department of Fish and Game Environmental Filing Fee Cash Receipt <i>De Minimis Impact Finding Only</i> - CA Dept. Fish and Game Certificate of Fee Exemption Form 	Required	Required	Required
<input type="checkbox"/>	Other Information (1 copy each) <ul style="list-style-type: none"> All resolutions of the City Council or District Board relating to the project. Any resolutions and staff reports for discretionary approvals for proposed projects in the proposal area, including all references, attachments, and exhibits. Minutes relating to resolution hearings by the City Council or District Board. Including, minutes for any related discretionary approvals. Studies relating to proposal: i.e. Biological/Geological/Traffic, etc. Other explanatory information that will assist LAFCO staff in analyzing the proposal and preparing a report and recommendation. 	Required	Required	Required

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MAPS AND DESCRIPTIONS				
<input type="checkbox"/>	Map (1 original and 7 copies) Map must be prepared in accordance with the requirements of the Ventura County Surveyor's Office and the CA State Board of Equalization. Contact the Ventura County Surveyor's Office at (805) 654-2156 for LAFCO Map requirements.	Required	Required	Required
<input type="checkbox"/>	Legal Description (1 original and 7 copies) Legal Description must be in accordance with the requirements of the Ventura County Surveyor's Office and the CA State Board of Equalization. Contact the Ventura County Surveyor's Office at (805) 654-2156 for LAFCO Legal Description requirements.	Required	Required only when Sphere of Influence proposal does not follow legal parcel boundaries	Required
<input type="checkbox"/>	Vicinity Map, 8½ X 11 Vicinity Map should show the proposal site and relationship to the nearest major highway or roadway.	Required	Required	Required
APPLICATIONS FOR SPHERE OF INFLUENCE AMENDMENT/UPDATE PROPOSALS				
<input type="checkbox"/>	Sphere of Influence Supplemental Application (8 copies) **	N/A	Required	Required
<input type="checkbox"/>	For Sphere of Influence Updates Only – Not Amendments: Compliance with Govt. Code Section 56425(b) (Cities Only): Cities shall submit a letter as proof of compliance with Govt. Code Section 56425(b). The letter shall include the date in which city representatives met with county representatives to discuss the proposed sphere of influence update, the general discussion of the meeting, and notification of any agreements that were made between the city and the county.	N/A	Required (Update Only)	Required (Update Only)